

BY ORDER OF THE  
COMMANDER

HEADQUARTERS, UNITED STATES FORCES, JAPAN  
USFJ INSTRUCTION 36-3105



8 May 2015

Personnel

JAPAN DISTRICT ADVISORY COUNCIL

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

OPR: USFJ/J1  
Supersedes USFJI 36-3105, 15 Nov 2004

Certified by: USFJ/J1 (COL Christopher Crate)  
Number of Pages: 3  
Distribution: All HQ USFJ Staff Directorates  
& DSO-Japan

**PURPOSE:** To establish the Japan District Advisory Council (JDAC).

**SUMMARY OF CHANGES:** None; this is a new USFJ Instruction that outlines responsibilities of the JDAC. Reference USFJ Instruction 36-3102 for additional details.

1. **Scope:** This instruction applies to all service component commands on mainland Japan (excludes Okinawa). The Okinawa District Advisory Council has a separate forum and Charter for addressing issues particular to Okinawa.

2. **General:** The JDAC is established by this USFJ Instruction to advise the USFJ Deputy Commander (J01) and DoDDS Pacific Director on Department of Defense Dependent Schools (DoDDS)-related matters of interest to USFJ/DoDDS Pacific as well as issues of broader interest to PACOM and sister commands within it. The USFJ/J1 and District Superintendent-Japan (DSO-J) co-chair the council.

3. **JDAC Functions.** The JDAC performs the following functions:

3.1. Serves as a forum to exchange ideas on how to improve educational programs for DoDDS students residing on mainland Japan.

3.2. Offers a forum for Service Component representatives to bring unresolved issues from base/post-level to USFJ/DSO-J attention.

3.3. Provides a mechanism for installation/school representatives to disseminate information.

3.4. Provides a mechanism for USFJ/DSO-J to disseminate information.

3.5. Provides a mechanism to identify issues for the Dependents Education Council.

4. **Membership.** The JDAC is composed of the following:

4.1. Chair: USFJ/J1 & District Superintendent-Japan are co-chairs.

**4.2.** Recorder: Deputy Director, Manpower, Personnel & Support, or designee

**4.3.** Component Representatives: One representative from each service component staff, appointed by the Component Commander.

**4.4.** School Liaison Officers: Each installation may appoint one school liaison officer as a member.

**4.5.** Military Representative: Each installation may appoint one military member to represent military parents and students from their installation and to provide advice.

**4.6.** Advisors: District Superintendent Office-Japan staff, and others as appropriate.

**4.7.** Parents/Community Leaders are permitted to attend, at own expense. Meetings are open to the public.

## **5. Procedures.**

**5.1.** Administration. The Deputy J1 serves as the recorder and may designate an assistant to take notes in meetings and assist with whatever other functions are required. Administrative support is provided by the DSO-J's and local schools.

**5.2.** Meeting Schedule. The Council will meet at a minimum twice each year; once in the fall and once in the Spring. Locations and dates will be coordinated in advance with the DSO-J and J1's office.

**5.3.** Voting Members: The voting members of the JDAC include the Co-Chairs, the designated Service Component Commander Representatives, and Installation School Officers. The other members of the Council serve as non-voting advisors.

## **6. Responsibilities.**

**6.1.** Director, Manpower, Personnel & Support, US Forces Japan & District Superintendent, Japan co-Chair the JDAC.

**6.2.** Deputy Director, Manpower, Personnel & Support.

**6.2.1.** Serves as recorder for JDAC meetings and assist with administrative issues.

**6.2.2.** Prepares the agenda for each Council meeting and assist DSO-J with scheduling meetings.

**6.3.** Service Component Representatives.

**6.3.1.** Serve as voting members of the JDAC; represent their services on school related issues.

**6.3.2.** Serve as command support of the Council and point of contact for coordinating issues.

6.4. Advisory Members of JDAC will provide advice to voting members on matters relating to their area of responsibility.

A handwritten signature in black ink, appearing to read "Mark R. Wise".

MARK R. WISE  
Brigadier General, USMC  
Deputy Commander